

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

Interstate Commerce Commission

2. MAJOR SUBDIVISION

Bureau of Accounts

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Carroll Stearns

5. TEL EXT

275-7696

LEAVE BLANK

JOB NO

NC 1 134 77 9

DATE RECEIVED

18 FEB 1977

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

6-1-77 James B. Rhoads
Date Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 10 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
<u>2/1/77</u>	<u>Robert Oswald</u>	Secretary

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p align="center"><u>BUREAU OF ACCOUNTS (MACHINE-READABLE RECORDS)</u></p> <p>The Bureau of Accounts performs the accounting, auditing, financial analysis, cost valuation, and reporting functions necessary in the regulatory work of the Commission to bring about accurate, uniform, and comprehensive disclosure of financial data by carriers in the public interest. This function is implemented as follows:</p> <p>The Bureau develops uniform systems of accounts, valuation regulations, regulates destruction of carrier records and reporting requirements, and examines the regulated industry's accounts, records, reports, and financial statements; compiles and publishes transportation statistics and cost studies; analyzes costs and revenues of transportation service; maintains inventories of railroad and pipeline properties, and develops property valuation data for use in proceedings before the Commission; analyzes</p>		
		RG134;25	items

*Copies NNRd Agency
due 6/6/77 plw*

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	<p>cost evidence presented by other parties in rate proceedings; prepares cost analyses in connection with Commission's proceedings involving authority to construct, acquire, or abandon lines of railroads; approves contracts for the pooling or division of traffic in earnings, to consolidate, merge, transfer ownership or acquire control of carriers; and administers the loan guaranty program provided for by the Transportation Act of 1958.</p> <p style="text-align: center;"><u>SECTION OF REPORTS</u></p> <p>The Section of Reports sets forth policies and practices to be followed by carriers in filing reports, examines the reports for completeness, compliance, and accuracy, and prepares statistical and accounting publications. Hard copy records include carrier reports, contracts and agreements, and correspondence with carriers.</p> <p>The following files are all located, along with supporting documentation, at 12th and Constitution N. W., Washington, D. C., in Room B-411. Contact James Bayne at 275-7331 for further information on these files.</p> <ol style="list-style-type: none"> 1. <u>CLASS I MOTOR CARRIER GENERAL FREIGHT</u> - This file covers the period from 1966 to the present and contains general accounting information on Class I Motor Carriers of Property and Holding Companies. Data elements include comparative financial position, equipment, operating revenues and expenses, results of operations, operating taxes and licenses, employees and transactions between affiliates. This information is used by several Bureaus and Offices of the Commission in the regulation of motor carriers, by transportation firms and associations, and by universities. The file is arranged by carrier, schedule number, and line. <p style="padding-left: 40px;">Destroy when no longer needed for current agency use.</p> 2. <u>CLASS II SWITCHING AND TERMINAL (RAIL)</u> - This file covers the period 1971 to the present and contains accounting data on Class II Switching and Terminal Companies. Data elements include revenues, expenses, income, balances, dividends, 		

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	<p>interest, tax accruals, investment, capitalization, road, track, equipment, traffic, and compensation. The information is used by several Bureaus and Offices in the regulation of railroads, by transportation firms and associations, and by universities. The file is arranged by carrier, schedule, and line.</p> <p>Destroy when no longer needed for current agency use.</p>		
3.	<p><u>CLASS I LINE HAUL (RAIL)</u> - This file covers the period 1971 to the present and contains accounting information on approximately 110 Class I Line-Haul Railroads. Data elements include revenues, expenses, income, balances, dividends, interest, tax accruals, investment, capitalization, road, track, equipment, traffic, and compensation. The information is used by several Bureaus and Offices of the Commission in the regulation of railroads, by transportation firms and associations, and by universities. The file is arranged by carrier, schedule, and line.</p> <p>Destroy when no longer needed for current agency use.</p>		
4.	<p><u>CLASS II MOTOR CARRIER I 27</u> - This file contains accounting data on an estimated 2,600 Class II Motor Carriers under Instruction 27 Authority. Data elements include comparative financial position, equipment, operating revenues and expenses, results of operations, operating taxes and licenses, employees and transactions between affiliates. The information is used by several Bureaus and Offices of the Commission in the regulation of motor carriers, by transportation firms and associations, and by universities. The file is arranged by carrier, schedule, and line.</p> <p>Destroy when no longer needed for current agency use.</p>		
5.	<p><u>CLASS II LINE HAUL (RAIL)</u> - This file covers the period 1971 to the present and contains accounting data on Class II Line-Haul Railroads. Data elements include revenues, expenses, income, balances, dividends, interest, tax accruals, investment, capitalization, road, track, equipment, traffic, and compensation. The information is used by several Bureaus and</p>		

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	<p>Offices of the Commission in the regulation of railroads, by transportation firms and associations, and by universities. The file is arranged by carrier, schedule, and line.</p> <p>Destroy when no longer needed for current agency use.</p>		
6.	<p><u>LESSORS (RAIL)</u> - This file covers the period 1972 to the present and contains accounting data on Railroad Lessors. Data elements include balances, investments, depreciation, income, dividends, tax accruals, trackage owned, employees, and compensation. The information is used by several Bureaus and Offices of the Commission in the regulation of railroad lessors, by transportation firms and associations, and by universities. The file is arranged by carrier, schedule, and line.</p> <p>Destroy when no longer needed for current agency use.</p>		
7.	<p><u>WAGE STATISTICS (RAIL)</u> - This file covers the period 1967 to the present and contains wage data on railroad employees for an estimated 100 Class I Line-Haul Railroads and Switching and Terminal Companies. The data elements include employees, number, service hours, and compensation by occupation; executives, officials, and staff assistants; professional, clerical, and general, maintenance of way and structures; maintenance of equipment and stores; transportation (other train, engine, and yard); transportation (yardmasters, switchtenders, and hostlers); and transportation (train and engine). The information is used by several Bureaus and Offices of the Commission in the regulation of railroads, other government agencies, transportation firms and associations, and by universities. The file is arranged by carrier, schedule, and line.</p> <p>Destroy when no longer needed for current agency use.</p>		
8.	<p><u>QUARTERLY REPORT OF FREIGHT LOSS AND DAMAGE CLAIMS (RAIL)</u> - This file covers the period 1975 to the present and contains freight loss and damage data for approximately 74 Class I Line-Haul Railroads. Data elements include number of theft related claims paid. The information is used</p>		

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	<p>by several Bureaus and Offices of the Commission in the regulation of railroads, by transportation firms and associations, and by universities. The file is arranged by carrier, schedule, and line.</p> <p>Destroy when no longer needed for current agency use.</p>		
9.	<p><u>FREIGHT COMMODITY STATISTICS (MOTOR)</u> - This file covers the period 1966 to the present and contains motor freight statistics for an estimated 575 Class I Motor Carriers of Property. Data elements include truckloads and tons of freight originated, terminated, and delivered to connecting carriers, and gross freight revenue. The information is used by several Bureaus and Offices of the Commission in the regulation of motor carriers, by transportation firms and associations, and by universities. The file is arranged by carrier, schedule, and line.</p> <p>Destroy when no longer needed for current agency use.</p>		
10.	<p><u>FREIGHT FORWARDERS QUARTERLY REVENUES, EXPENSES, AND STATISTICS</u> - This file covers the period 1972 to the present and contains accounting data on 124 Freight Forwarders having annual gross revenues of \$100,000.00 or more. Data elements include operating revenues and expenses, income items, net income, tons of freight received from shippers, and number of shipments received. The information is used by several Bureaus and Offices of the Commission in the regulation of freight forwarders, by transportation firms and associations, and by universities. The file is arranged by carrier, schedule, and line.</p> <p>Destroy when no longer needed for current agency use.</p>		
11.	<p><u>QUARTERLY FREIGHT COMMODITY STATISTICS (RAIL)</u> - This file covers the period 1966 to the present and contains quarterly freight commodity statistics for 74 Class I Line-Haul Railroads. Data elements include carloads and tons of revenue freight originated, terminated, and received from connecting carriers, and gross freight revenue. The information is used by several Bureaus and Offices of the Commission in the</p>		

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regulation of railroads, by transportation firms and associations, and by universities. The file is arranged by carrier, schedule, and line.

Destroy when no longer needed for
current agency use. Part 1, Section 5.

12. FINANCIAL AND OPERATING STATISTICS OF CLASS I

RAILROADS - This file covers the period 1972 to the present and contains quarterly data on finances, services, and statistics for Class I Line-Haul Railroads and Switching and Terminal Companies. Data elements include operating revenues, expenses, income account items, dividends, and net income; current assets and liabilities, and expenditures for additions and betterments; miles of road operated, locomotive unit miles, car miles, gross ton miles, net ton miles, and train switching and yard switching hours; revenue tons carried, freight and passenger revenue, passengers carried (commutation and other), revenue ton miles, and passenger miles; locomotive units assigned yard switching, road freight and road passenger service, motor cars owned, freight cars on line (home and foreign), and freight and passenger cars owned. The information is used by several Bureaus and Offices of the Commission in the regulation of railroads, by transportation firms and associations, and by universities. The file is arranged by carrier, schedule, and line.

Destroy when no longer needed for
current agency use. Part 1, Section 5.

13. FREIGHT FORWARDERS ANNUAL REPORT - This file covers the period 1973 to the present and contains financial and operating data on 124 Class A Freight Forwarders. Data elements include balances, income, revenues and expenses, investments, and number and compensation of employees and officers. The information is used by several Bureaus and Offices of the Commission in the regulation of freight forwarders, by transportation firms and associations, and by universities. The file is arranged by carrier, schedule, and line.

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14.	<p><u>PIPELINE CARRIERS</u> - This file covers the period 1973 to the present and contains financial and operating data on 101 Pipeline Companies. Data elements include balances, income accounts, operating revenues and expenses, pipeline taxes, operation statistics, miles of line, and employees and their compensation. The information is used by several Bureaus and Offices of the Commission in the regulation of pipelines, by transportation firms and associations, and by universities. The file is arranged by carrier, schedule, and line.</p> <p>Destroy when no longer needed for current agency use. Part II, Section 5</p>		
15.	<p><u>QUARTERLY MOTOR PASSENGER REVENUES, EXPENSES, AND STATISTICS</u> - This file covers the period 1972 to the present and contains revenue and expense data for 111 Class I Motor Carriers of Passengers. Data elements include passenger operating revenues and expenses, other income, net income, and statistics for intercity, local, and suburban charter or special service. The information is used by several Bureaus and Offices of the Commission in the regulation of motor carriers, by transportation firms and associations, and by universities. The file is arranged by carrier, schedule, and line.</p> <p>Destroy when no longer needed for current agency use. Section 5</p>		
16.	<p><u>WATER CARRIERS</u> - This file covers the period 1972 to the present and contains financial and operating data for 97 Class A and B and Maritime Carriers by water. Data elements include operating revenues and expenses, balances, income account, dividends, revenue freight and passengers carried, employees, service and compensation, carrying capacity of floating equipment, and passenger by ports - domestic traffic. The information is used by several Bureaus and Offices of the Commission in the regulation of water carriers, by transportation firms and associations, and by universities. The file is arranged by carrier, schedule, and line.</p> <p>Destroy when no longer needed for current agency use. Section 5</p>		

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17.	<p><u>MOTOR CARRIERS OF PROPERTY QUARTERLY REVENUES, EXPENSES, STATISTICS</u> - This file covers the period 1972 to the present and contains financial and operating data for 3,500 Class I and Class II Motor Carriers of Property. Data elements include operating revenues and expenses, other income and deductions, income taxes, truck and tractor miles operated in intercity freight service, and tons of revenue freight transported. The information is used by several Bureaus and Offices of the Commission in the regulation of motor carriers, by transportation firms and associations, and by universities. The file is arranged by carrier, schedule, and line.</p> <p>Destroy when no longer needed for current agency use. Part III, Section 5.</p>		
18.	<p><u>MOTOR CARRIERS OF PROPERTY QUARTERLY FREIGHT LOSS AND DAMAGE CLAIMS</u> - This file covers the period 1971 to the present and contains loss and damage data for 1,900 Motor Carriers of Property with average operating revenues of \$1 million or more. Data elements include loss and damage claims paid, commodity and cause, location of theft, and analysis of claims processed. The information is used by several Bureaus and Offices of the Commission in the regulation of motor carriers, by transportation firms and associations, and by universities. The file is arranged by carrier, schedule, and line.</p> <p>Destroy when no longer needed for current agency use. Part III, Section 5.</p>		
19.	<p><u>ANNUAL CLASS II MOTOR CARRIERS OF PROPERTY</u> - This file covers the period 1966 to the present and contains accounting data for Class II Motor Carriers of Property. Data elements include comparative financial position, equipment, operating revenues and expenses, results of operations, operating taxes and licenses, employees, and transactions between affiliates. The information is used by several Bureaus and Offices of the Commission in the regulation of motor carriers, by transportation firms and associations, and by universities. The file is arranged by carrier, schedule, and line.</p> <p>Destroy when no longer needed for current agency use.</p>		

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20.	<p><u>CLASS I MOTOR CARRIER PASSENGER</u> - This file covers the period 1966 to the present and contains accounting data for Class I Motor Carriers of Passengers. Data elements include financial statements, operating revenues and expenses, income statement, taxes and licenses, equipment, operating statistics, and compensation of officers and directors. The information is used by several Bureaus and Offices of the Commission in the regulation of motor carriers, by transportation firms and associations, and by universities. The file is arranged by carrier, schedule, and line.</p> <p>Destroy when no longer needed for current agency use. GRS-20, Part II, Section 5.</p>		
21.	<p><u>CLASS I MOTOR CARRIERS OTHER THAN GENERAL FREIGHT</u> - This file covers the period 1966 to the present and contains accounting data for Class I Motor Carriers hauling other than general freight. Data elements include financial position, equipment, operating revenues and expenses, results of operations, operating taxes and licenses, employees, and transactions between affiliates. The information is used by several Bureaus and Offices of the Commission in the regulation of motor carriers, by transportation firms and associations, and by universities. The file is arranged by carrier, schedule, and line.</p> <p>Destroy when no longer needed for current agency use. GRS-20, Part II, Section 5.</p>		
22.	<p><u>CARRIER ADDRESS FILE</u> - This file covers the period 1972 to the present and contains mailing addresses and information pertaining to status and classification of regulated carriers. The file is arranged by mode of carrier, carrier number, and record identification.</p> <p>Destroy when no longer needed for current agency use. GRS-20, Part II, Section 20.</p>		
23.	<p><u>RAILROAD CARS EMPTY TO LOADED RATIO</u> - This file covers the year 1973 and contains information filed on freight carried by railroads in ratio of empty to loaded cars. Data elements include ton miles, miles traveled, and weight. The file is used</p>		

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	<p>to determine how many railroad cars make return trips empty. It is arranged by carrier, schedule, and line.</p> <p>Destroy when no longer needed for current agency use.</p>		
24.	<p><u>EX PARTE 305 SPECIAL RULING (RAIL)</u> - This file covers the period 1974 to the present and contains financial and operating data on Class I Line-Haul Railroads submitted under special ruling Ex Parte 305. Used in the regulation of railroads. Arranged by carrier, schedule, and line.</p> <p>Destroy when no longer needed for current agency use.</p> <p style="text-align: center;"><u>SECTION OF FINANCIAL ANALYSIS</u></p> <p>This section analyzes applications from carriers to purchase, lease, merge, consolidate or acquire stock control; applications to issue securities or assume obligations and liability to modify capital structures; applications for reorganizations; and approval of accounting entries submitted by carriers in finance proceedings.</p>		
25.	<p><u>EARLY WARNING INFORMATION (RAIL)</u> - This file is located, along with supporting documentation, at 12th and Constitution Ave., N. W., Washington, D. C., in Room B-411 and covers the period 1975 to the present and contains financial and operating data on railroads used to detect those in deteriorating or poor financial condition. The file is arranged by carrier, schedule, and line. Contact William J. McCormick at 275-7371 for further information on this file.</p> <p>Destroy when no longer needed for current agency use.</p>		